

*How
K.P.*

MEMORANDUM

14 November 1947

TO: Assistant Directors
Administrative Officers

FROM: Executive for Administration & Management

SUBJECT: Records Administrator for CIA
25X1A

*Cia
Administrative
(Finance & Law)*

1. [REDACTED] the Assistant Chief, Central Records Division, Services Branch, A&M, in addition to his other duties, has been designated as the Records Administrator for CIA.

25X1A

2. In order to develop a uniform file system for administrative material in CIA, [REDACTED] is being assigned the task of examining administrative file needs of the various offices of CIA. Such assistance and suggestions that you can give [REDACTED] during the course of this survey will be appreciated.

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

[REDACTED]

25X1A

Executive for
Administration and Management

DISTRIBUTION:

Assistant Director, OO
Assistant Director, ORE
Assistant Director, OSO
Assistant Director, C&D
Administrative Officer, A&M
Administrative Officer, I&S
Administrative Officer, ICAPS
Administrative Officer, Personnel Branch
Administrative Officer, Budget & Finance Branch
Administrative Officer, Services Branch
Administrative Officer, Contacts Branch
Administrative Officer, [REDACTED]
General Counsel ✓

25X1A